

## Reports

**Available 2812 and 2812A Reports, Enrollment (Health Benefit) Codes,** and the Federal **Holiday Schedule** can be viewed or printed through this function.

### Viewing and Printing Reports

The viewing and printing of documents from within RITS is standardized and is discussed extensively in the *Introduction* to this manual. In some instances, reports have parameters that allow you to place constraints on the data retrieved into the report. The parameters, or report criteria, limit the boundaries of the data that will be contained in the report. For instance, you may be asked for a Start and End Date for the report and no data for transactions before the Start Date or after the End Date will be retrieved. Similarly, you may limit the data to transactions for only one Payroll Office. These and other parameters are entered through a **Report Request** screen after the report is selected from the menu and before generation of the report is requested.

### Screens Used to Request a Report

In the print function discussed in the *Introduction*, a **Report Request** screen (Figure 5.1) is described which allows you to enter a Report Description and Footer Comments. The Title on the **Report Request** screen will vary depending on the report you have selected.

The screenshot shows a software window titled "RITS - Holiday Report". At the top, there is a header bar with the title. Below the header, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". The main area of the window contains four input fields with labels to their left: "Report File Description:" followed by a large text area with scrollbars; "Start Date:" followed by a date input field; "End Date:" followed by a date input field; and "Footer Comments:" followed by a single-line text input field. At the bottom of the window, there is another set of four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 5.1 Report Request Screen

For the reports viewed or printed from the Reports option on the RITS Main Menu, a similar screen may allow you to enter restrictive parameters in addition to the Report Description and Footer Comments (such as the Start Date and End Date fields shown on Figure 5.1). Any parameters available will be discussed with the description of the individual report below.

## Report Request Screen Data Entry Fields

### Report File Description

This field is used to name and/or describe the report. It will be this name or description that appears in the system when you later retrieve the report for viewing, printing or deleting. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

**It is important that a meaningful description be entered in this field. This will help you identify the report when you want to retrieve or delete it.**

### Footer Comments

This field is printed on the bottom of each page of your document or report. Figure I.6 in the *Introduction* shows a sample report with the location of the Footer Comments marked.

## Report Request Screen Function Buttons

### **“OK”**

Accepts the parameters you have entered, retrieves the report data and requests the **Report Statistics** screen for this report.

### **“Clear”**

Resets all data entry fields to their values the last time the screen was displayed.

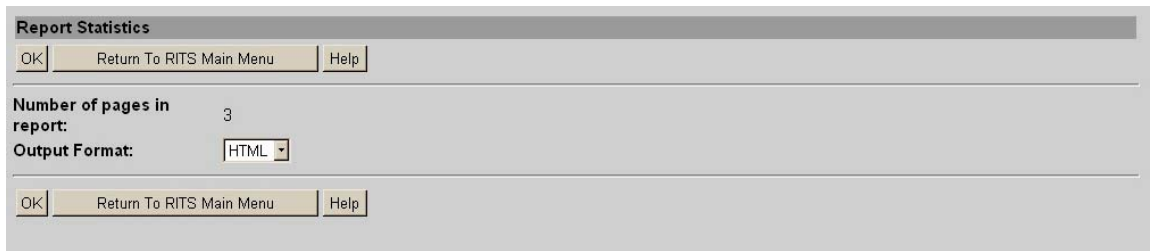
### **“Return to RITS Main Menu”**

Returns to the **RITS Main Menu**.

### **“Help”**

Displays the system help for this report.

After you have retrieved the data for the report by selecting the “OK” button from the **Report Request** screen, the **Report Statistics** screen will display as shown in Figure 5.2. This screen is consistent for all documents which contain data.

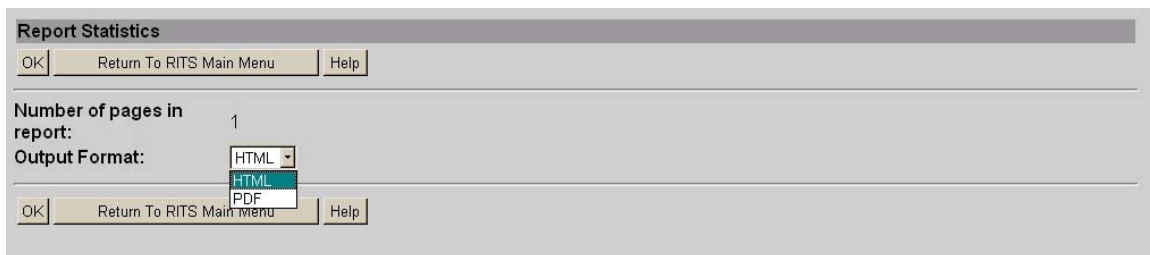


The screenshot shows a window titled "Report Statistics". At the top, there are three buttons: "OK", "Return To RITS Main Menu", and "Help". Below this, the text "Number of pages in report:" is followed by the number "3". Underneath, "Output Format:" is followed by a dropdown menu currently set to "HTML". At the bottom, there are again three buttons: "OK", "Return To RITS Main Menu", and "Help".

Figure 5.2 Report Statistics Screen

### Report Statistics Screen Data Fields

This screen will tell you the number of pages the report or document will have and provides you with a drop down menu of output formats and shown in Figure 5.3.



This screenshot is similar to Figure 5.2, but the "Output Format:" dropdown menu is open. It shows two options: "HTML" (which is currently selected) and "PDF". The rest of the screen, including the "Number of pages in report:" field showing "1" and the navigation buttons, remains the same.

Figure 5.3 Output Format Menu on Report Statistics Screen

### Menu Choices

#### HTML

##### HyperText Markup Language

The document format used on the World Wide Web. Choose this option to view the report immediately. The report is generated in HTML format and appears in the RITS Report Viewer. This is the default choice. When printing a report, it is recommended that you use the PDF format, as described in the next section, rather than the HTML format.

#### PDF

##### Portable Document Format

A file format, read with an Adobe Acrobat® reader, for saving the report to be viewed or printed online. The Adobe Acrobat reader must be available on your system and your browser must be properly configured to view or print the report in this format.

### Report Statistics Screen Function Buttons

#### “OK”

Accepts the Output Format you have selected and generates the report.

**“Return to RITS Main Menu”**

Returns to the **RITS Main Menu**.

**“Help”**

Displays the system help for this report.

**Report Request That Produces No Data**

When a report request does not produce any data, no report is generated and the Reports Statistics screen will show the report having 0 pages. Figure 5.4 shows an example of this situation.

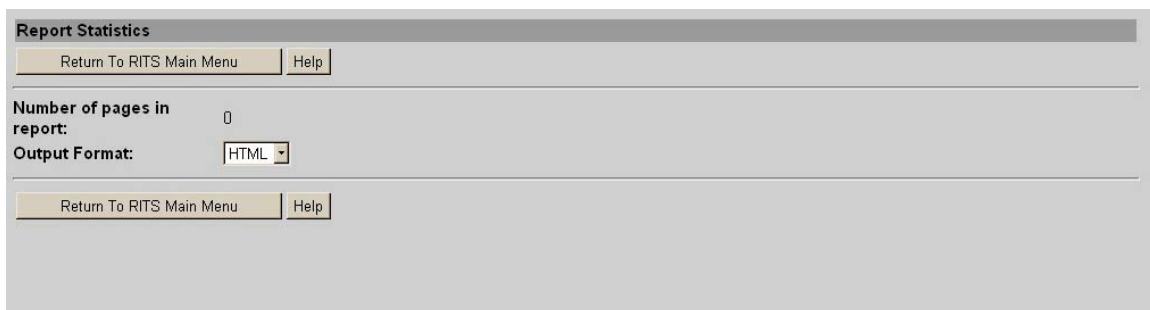
The screenshot shows a web interface titled "Report Statistics". At the top, there are two buttons: "Return To RITS Main Menu" and "Help". Below this, the text "Number of pages in report:" is followed by the value "0". Underneath, "Output Format:" is followed by a dropdown menu currently set to "HTML". At the bottom of the form, there are again two buttons: "Return To RITS Main Menu" and "Help".

Figure 5.4 Report Request That Produced No Data

When this happens, there is no **“OK”** button to request display of the report. Your only options are to return to the **RITS Main Menu** or to view the system help screen.

**Accessing the Reports Function**

To access the Reports function, log on to the IPAC system and choose the RITS option from the IPAC system as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 5.5.

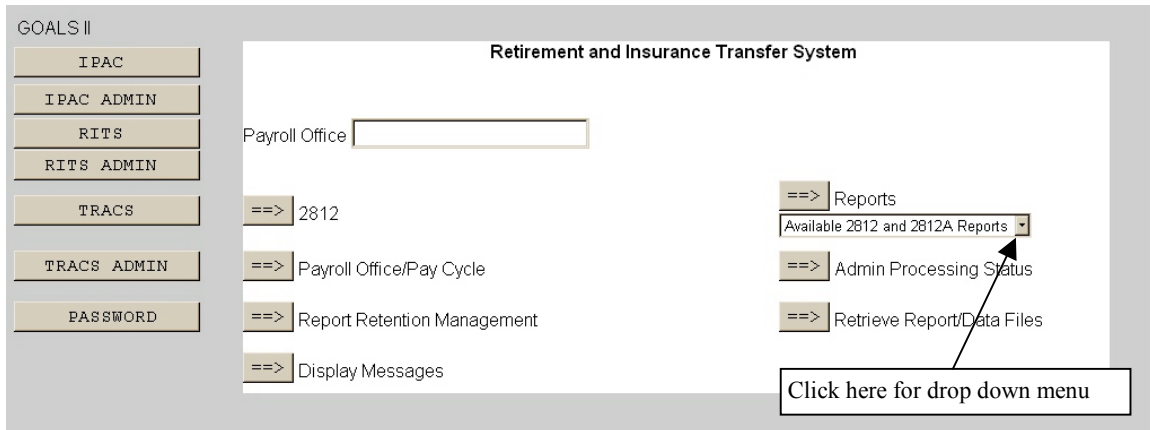


Figure 5.5 RITS Main Menu

You may enter a Payroll Office number on this screen or, if it is required, you may enter it on a later screen. The Reports option has a drop down menu that allows you to select a report before entering the Reports function. You can display this menu by clicking on the down arrow to the right of the default report name as shown in Figure 5.5. Figure 5.6 shows the **RITS Main Menu** with the report menu revealed.

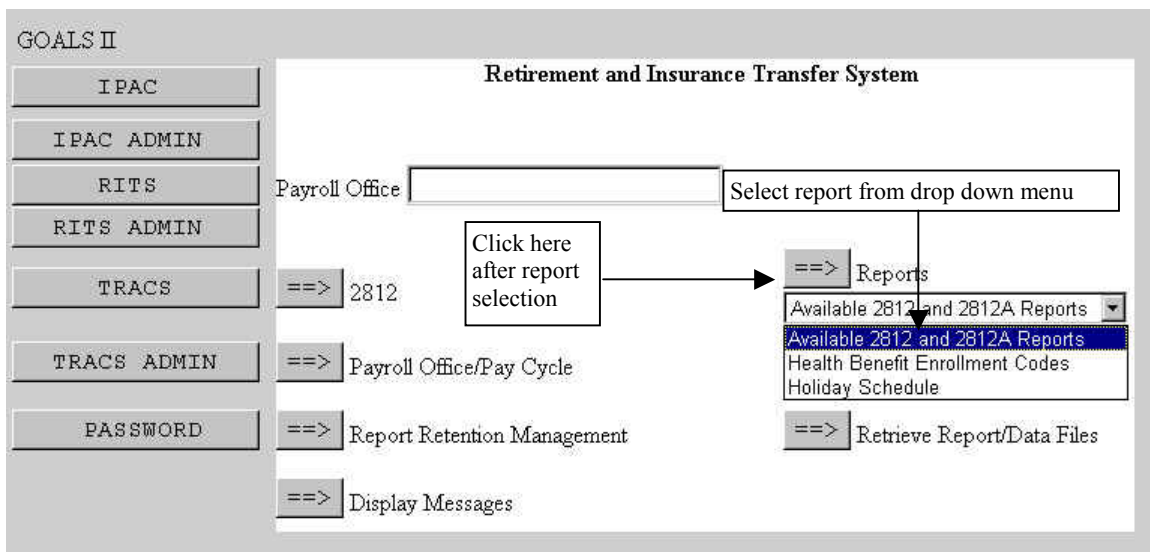


Figure 5.6 RITS Main Menu with Reports Menu

Highlight and select the report you wish to generate. This report will show in the selection window below the “Reports” button. Click “Reports”. The next screen that displays, the **Report Request** screen, will vary according to your report selection and will be discussed with each report below.

**Available 2812 or 2812A Report**

This is a listing of available forms 2812 or 2812A for a selected Payroll Office. When you select this report, the **Report Request** screen shown in Figure 5.7 will display.

Computer Generated 2812 Or 2812A Report

OK Clear Return To RITS Main Menu Help

Report File Description: Computer Generated 2812s for 24000001

Payroll Office Number: 24000001

Footer Comments: This is a sample Report Footer

OK Clear Return To RITS Main Menu Help

Figure 5.7 Available 2812 or 2812A Report Request

This **Report Request** screen has 3 data entry fields:

**Payroll Office Number**

If you entered a Payroll Office Number on the **RITS Main Menu** before selecting the “Retrieve Report/Data Files” function, it will appear in this data entry box. You can also enter or change the Payroll Office Number on this screen. If you do not enter a Payroll Office Number in this field, the requested report will have no data.

**Report File Description**

**Footer Comments**

} These are the standard Report Request data entry fields described in the *Introduction* and earlier in this Section

A sample of this report is shown below.

PAY PERIODS FOR WHICH THE COMPUTER GENERATED 2812/2812A IS AVAILABLE  
PAYROLL OFFICE 80000701

Pay Type	Report Number	Description	From Date	To Date	Payroll Paid Date	RITS Stat
B	B1086261	NASA/LERC	12/17/00	12/30/00	1/9/01	C
B	B1086271	NASA/LERC	12/31/00	1/13/01	1/23/01	C

Figure 5.8 - Available 2812 or 2812A Report

### Enrollment (Health Benefit) Codes Report

This is a listing of Health Benefit Enrollment Codes currently in the RITS database.

A **Payroll Office Number** is not required on the RITS Main Menu screen to request this report.

When you select this report, the **Report Request** screen shown in Figure 5.9 will display.

The screenshot shows a web-based form titled "RITS -Maintain Enrollment Code". At the top, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". Below this, the form is divided into two main sections. The first section is labeled "Report File Description:" and contains a text area with the text "Enrollment Codes in RITS as of 2/22/01". The second section is labeled "Footer Comments:" and contains a text area with the text "Sample of the Maintain Enrollment Code Report". At the bottom of the form, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 5.9 Enrollment (Health Benefit) Codes Report Request

The **Report File Description** and **Footer Comments** are the standard Report Request data entry fields described in the *Introduction*.

The report contains columns which list the Enrollment Code, the date the Code became effective, the Health Provider Name associated with the Code, the Contribution and/or Withholding Rates for this enrollment Code, and, if applicable, the date the Code was closed.

A sample of this report is shown below.



# HEALTH BENEFIT ENROLLMENT CODES

Health Benefit Code	Effective Date	Close Date
101	2001/04/01	
102	2001/04/01	
104	2001/04/01	
105	2001/04/01	
201	2001/04/01	
202	2001/04/01	
204	2001/04/01	
205	2001/04/01	
2G1	2001/04/01	
2G2	2001/04/01	
311	2001/04/01	
312	2001/04/01	
451	2001/04/01	
452	2001/04/01	
454	2001/04/01	
455	2001/04/01	
cab1	2001/05/23	
E31	2001/04/01	
E32	2001/05/03	
E51	2001/04/01	
E52	2001/04/01	
jba	2001/05/23	
KH1	2001/04/26	
KJ2	2001/04/26	
KL1	2001/04/26	
KL5	2001/04/26	
KN1	2001/04/26	
KO2	2001/04/26	
KR1	2001/04/26	
KT2	2001/04/26	
KV1	2001/04/26	
KW2	2001/04/26	
KY1	2001/04/26	
L32	2001/04/26	
LC1	2001/04/26	
LD2	2001/04/26	
LF1	2001/04/26	
LG2	2001/04/26	
LJ1	2001/04/26	
LM2	2001/04/26	
In1	2001/05/21	2001/05/22
LP1	2001/04/26	
LQ2	2001/04/26	
LS1	2001/04/26	
LU2	2001/04/26	
LW1	2001/04/26	
LX2	2001/04/26	
MB1	2001/04/26	
MC2	2001/04/26	
ME1	2001/04/26	
MG2	2001/04/26	
MK1	2001/04/26	
MM2	2001/04/26	
MN1	2001/04/26	
MP2	2001/04/26	
tea1	2001/05/23	
tib1	2001/05/23	

Figure 5.10 Health Benefit Enrollment Codes Report

## Holiday Schedule Report

This is a listing of Federal holidays for the period entered by the user. When you select this report, the **Report Request** screen shown in Figure 5.11 will display.

RITS - Holiday Report

OK Clear Return To RITS Main Menu Help

Report File Description: Federal Holidays for Calendar Year 2001

Start Date: 2001-01-01

End Date: 2001-12-31

Footer Comments: Calendar Year 2001 Federal Holidays

OK Clear Return To RITS Main Menu Help

Figure 5.11 Holiday Report Request

This **Report Request** screen has 4 data entry fields:

Enter a **Start Date** and an **End Date** for the report in YYYY-MM-DD format. These fields are mandatory. No holidays before the Start Date or after the End Date will be retrieved.

The **Report File Description** and **Footer Comments** are the standard Report Request data entry fields described in the *Introduction*.

A sample of this report is shown below.

GOVERNMENT HOLIDAYS		
Start Date2001/01/01		End Date2001/12/31
Government Holiday	Description	
1/1/01	New Year's Day	
1/15/01	Martin Luther King's Birthday	
2/19/01	President's Day	
5/28/01	Memorial Day	
7/4/01	Independence Day	
9/3/01	Labor Day	
10/8/01	Columbus Day	
11/12/01	Veteran's Day	
11/22/01	Thanksgiving Day	
12/25/01	Christmas Day	

1 of 1

Calendar Year 2001 Federal Holidays

6/20/01

Report Requested by: Jane A. Doe

R\_3\_0\_7\_1\_HolidayReport.rpt

Figure 5.12 Government Holidays Report